



# THE WAR MEMORIAL

Located on Memorial Drive in Trenton, New Jersey's historic Capitol Complex

[www.thewarmemorial.com](http://www.thewarmemorial.com)



Administrative Office:  
609-984-8484

Box Office:  
609-984-8400

## TRENTON WAR MEMORIAL ROOM RENTAL APPLICATION

Page I of 2

Mailing Address:  
State of New Jersey  
Department of State  
P.O. Box 232  
Trenton, NJ 08625-0232

Organization/Presenter/Renter:

Is this a non-profit organization? If so, please provide proof of non-profit status such as a copy of your 501-C 3 not-for-profit incorporation certificate. ☐ Non-Profit ☐ For-Profit ☐ Governmental Organization

Description of event:

Contact person: \_\_\_\_\_ 2nd Contact person: \_\_\_\_\_

Daytime telephone: \_\_\_\_\_ Daytime telephone: \_\_\_\_\_

Evening telephone: \_\_\_\_\_ Evening telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address:

Date(s) of event:

Starting time of event:

Ending time of event:

Time span (including set-up and breakdown time for outside caterer/florist etc...):

Number of guests:

***Please check which rental space you desire***

George Washington Ballroom\_\_\_\_(499 without tables, 250 with tables)

Patriots Theater Stage\_\_\_\_(as add on to the Ballroom only. For full theater rental, please fill out **Theater Rental Application**)

Delaware River Room\_\_\_\_(199 capacity)

Turning Point Conference Room (formerly Meeting Room #1)\_\_\_\_(75 capacity)

Woodrow Wilson Board Room\_\_\_\_(75 capacity)

Meeting Room #2 (lower level) \_\_\_\_\_ (50 capacity)



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### Room Rental Application/Page 2

Will you serve/sell alcoholic beverages to your guests? Yes\_\_\_\_\_ No\_\_\_\_\_

Will you need additional day/time for set-up, rehearsal, load-out? Yes\_\_\_\_\_ No\_\_\_\_\_

Will you be using audio/visual equipment? Yes\_\_\_\_\_ No\_\_\_\_\_

Please describe equipment required for event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Please note: The crew fee, as of January 2001, is \$23.00 per hour per technician with a 4-hour minimum call. The War Memorial management, in consultation with the client, determines the labor requirements for each event. The client is provided with an estimate of labor costs prior to the signing of a contract. The crew fee includes room set-up and breakdown as well as equipment management.*

Please sign and return this application to:

Molly McDonough, Executive Director  
The War Memorial  
PO Box 232  
Trenton NJ 08625

Signature

Title

Date

For further information, please call:

Molly McDonough, Executive Director  
Tel: 609-984-8484  
Fax: 609-777-0581

Internal use only

Received by \_\_\_\_\_

Date received \_\_\_\_\_